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Agricultural Marketing Service



Federal Grain Inspection Service



ACTION BY: All Divisions and Offices, AMS, FGIS, and OT

Payment of Travel Expenses of Personnel Appointed for Temporary
or Seasonal Service in Inspecting, Classing,
or Grading of Agricultural Commodities

PROCESSED
CURRENT SERVICE
RECORDS

JUL 25 '00

U.S.D.A.
HALL OF RECORDS

I PURPOSE

This Instruction outlines the conditions and procedures for the payment of travel expenses of personnel appointed for temporary or seasonal service in inspecting, classing, or grading of agricultural commodities.

II AUTHORITY

The Department of Agriculture Organic Act of 1956 (Public Law 979, 84th Congress, 7 U.S.C. 2229), authorizes the payment of transportation expenses and per diem in lieu of subsistence for personnel appointed for temporary or seasonal service in inspecting, classing, or grading of agricultural commodities for travel between places of recruitment and places of duty, and while at places of duty. (Place of recruitment means, generally, the place of residence at the time of recruitment or at time of return to duty from furlough.)

III ALLOWABLE EXPENSES

The following expenses may be allowed:

A Transportation or mileage for use of a privately owned automobile between place of recruitment and place of duty in accordance with AMS/FGIS Instruction 467-6, Mileage Allowances for Use of Privately Owned Vehicles.

B Per diem in lieu of actual subsistence between place of recruitment and place of duty, and while at place of duty, except that per diem shall not be allowed when the employee:

- 1 Commutes daily from place of recruitment to duty station, or
- 2 Maintains a residence at the duty station.

IV PROCEDURE

To effect the provisions of the law and Department regulations, the following action is prescribed:

A Division, Staff, and Regional Directors proposing to use this authority shall:

1 Submit to the Office of the Administrator for advance approval a memorandum outlining the general conditions which in their judgment justify the use of this special authority and proposed means of financing any increased costs that may be involved; and

2 Upon receipt of approval to use this authority, obtain proper clearance of any Agency or Division Instruction proposed to be issued to implement the authority, to insure conformance with the established regulations. (Agency or Division Instructions shall be issued in accordance with AMS/FGIS Instruction 122-1, AMS Directives Management System.)

B Authorizing Officials shall:

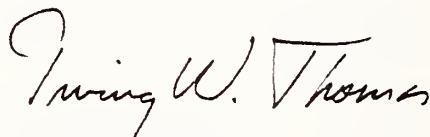
1 Authorize travel of affected employees under AMS/FGIS and FGIS Instructions 106-2, Delegations of Administrative Authorities.

2 Allow travel expenses set forth herein, subject to provisions of applicable Agency or Division Instructions.

C Travelers shall:

1 Submit Form AD-616, Travel Voucher, in accordance with AMS/FGIS Instruction 468-1, Preparation and Submission of Travel Vouchers, to claim reimbursement of expenses, and

2 Enter "Travel under Public Law 979," and the location of the traveler's official duty station, in the space provided for entering the traveler's official duty station.



Irving W. Thomas
Deputy Administrator, Management